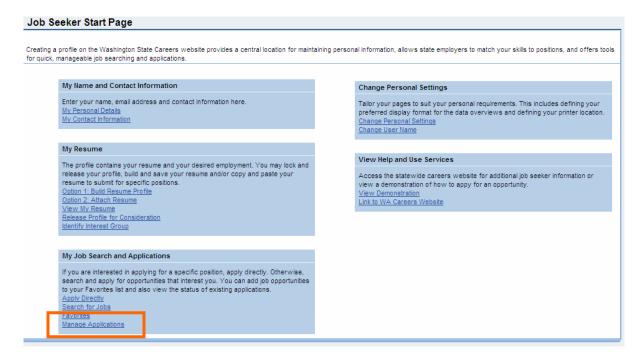# MANAGE YOUR JOB APPLICATIONS AND PROFILE

You may update your profile, lock your profile, or check on the status of a job application at any time. If you choose, you can also withdraw an application.
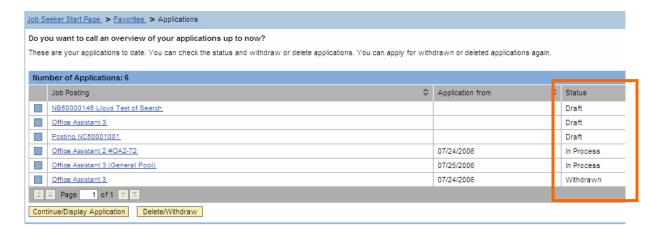
Manage your Job Applications

1. On the Job Seeker Start Page click **Manage Applications** under **My Job Search & Applications.**

An overview of your applications will appear.

2. Look in the right column for the status of your applications. Those that are in **Draft Status** have not been submitted to us. Those marked **In Process** have been received and are currently being evaluated.

   - Depending upon the recruitment and type of exam, you will see results from exams on your profile overview.

   - Requests for review of exam results must be made within twenty calendar days from when the score was made available. Individual score notices will not typically be sent out.

   - If you have withdrawn an application from consideration it will be marked as withdrawn.

Do you want to call an overview of your applications up to now?

These are your applications to date. You can check the status and withdraw or delete applications. You can apply for withdrawn or deleted applications again.
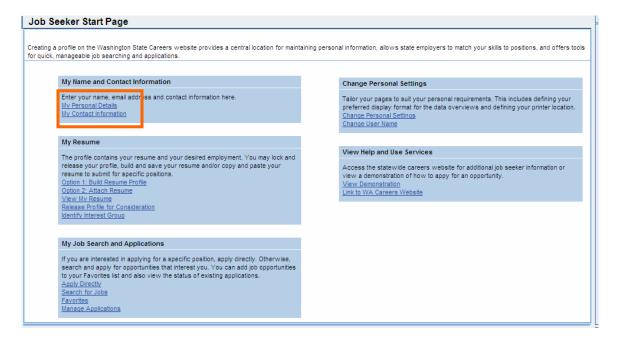
Number of Applications: 6

	Job Posting	Application from	Status
☐	NB50000146 Lloyd Test of Search		Draft
☐	Office Assistant 3		Draft
☐	Posting NC50001001		Draft
☐	Office Assistant 2 #OA2-72	07/24/2006	In Process
☐	Office Assistant 3 (General Pool)	07/25/2006	In Process
☐	Office Assistant 3	07/24/2006	Withdrawn

Page 1 of 1

Continue/Display Application   Delete/Withdraw

3. Click on the **blue box** left of the job posting, then click the **Continue/Display Application** button. You can either review the status of or complete your job application.

- If you need to complete the application, you will be taken to the application wizard.
- To delete an application highlight the specific job opportunity by clicking in the **blue box** left of the job posting then click **Delete/Withdraw.**

Do you want to call an overview of your applications up to now?

These are your applications to date. You can check the status and withdraw or delete applications. You can apply for withdrawn or deleted applicat

Number of Applications: 6

	Job Posting	Application from
☐	NB50000146 Lloyd Test of Search	
☐	Office Assistant 3	
☐	Posting NC50001001	
☐	Office Assistant 2 #OA2-72	07/24/2006
☐	Office Assistant 3 (General Pool)	07/25/2006
☐	Office Assistant 3	07/24/2006

Page 1 of 1

Continue/Display Application   Delete/Withdraw

Managing/Updating Your Personal Information

You can update your personal information and/or profile at any time.
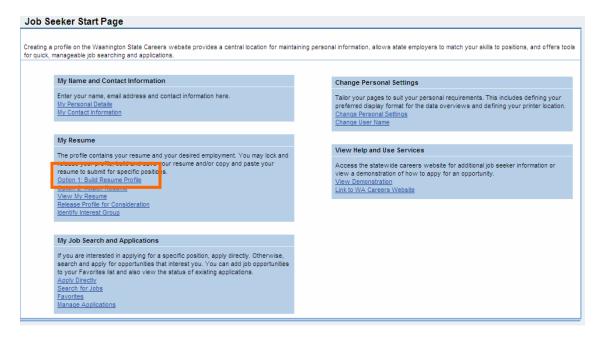
1. Click on the links in the **My Name and Contact Information** box.

2. Update your information and be sure to save your changes by selecting **Save.**

Job Seeker Start Page

Creating a profile on the Washington State Careers website provides a central location for maintaining personal information, allows state employers to match your skills to positions, and offers tools for quick, manageable job searching and applications.

My Name and Contact Information

Enter your name, email address and contact information here.
My Personal Details
My Contact Information

My Resume

The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.
Option 1: Build Resume Profile
Option 2: Attach Resume
View My Resume
Release Profile for Consideration
Identify Interest Group

My Job Search and Applications

If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.
Apply Directly
Search for Jobs
Favorites
Manage Applications

Change Personal Settings

Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.
Change Personal Settings
Change User Name

View Help and Use Services

Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.
View Demonstration
Link to WA Careers Website

Managing/Updating Your Profile

1. To update your employment, education or other information click on **Option 1: Build Resume Profile.**
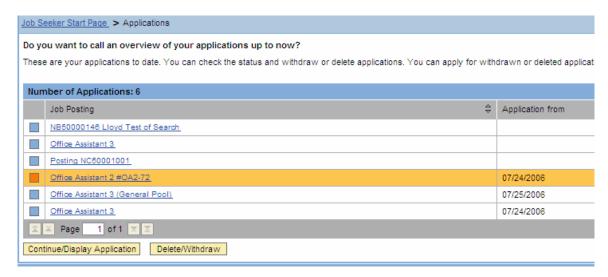
   NOTE: Keeping your profile current is important as recruiters will be searching for job seekers to fill vacancies as opportunities arise.

Job Seeker Start Page

Creating a profile on the Washington State Careers website provides a central location for maintaining personal information, allows state employers to match your skills to positions, and offers tools for quick, manageable job searching and applications.

My Name and Contact Information

Enter your name, email address and contact information here.
My Personal Details
My Contact Information

My Resume

The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.
Option 1: Build Resume Profile
Option 2: Attach Resume
View My Resume
Release Profile for Consideration
Identify Interest Group

My Job Search and Applications

If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.
Apply Directly
Search for Jobs
Favorites
Manage Applications

Change Personal Settings

Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.
Change Personal Settings
Change User Name

View Help and Use Services

Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.
View Demonstration
Link to WA Careers Website

In your overview is a list of job applications.
- A date next to a job listing indicates that you have submitted an application on that date.

- If you are interested in a job and no date shows, you need to complete and submit an application.

- You can delete/withdraw or continue the application process by clicking in the blue box to highlight the job and clicking the applicable yellow box at the bottom of the screen.

Changing Personal Settings

Job seekers can tailor their personal pages. This includes defining the preferred display format and printer location.

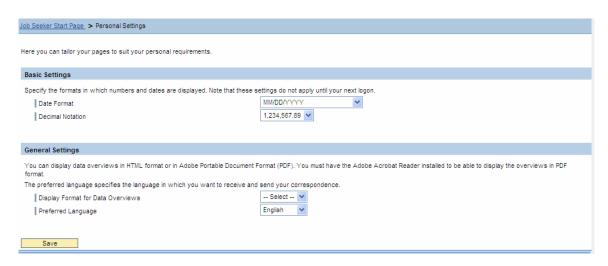1. To change settings click on **Change Personal Settings.**

2. Select the format for your basic settings and general settings.

- Under **Basic Settings** you can specify the format for dates and numbers.
- Under **General Settings** you can display data overviews in either HTML or PDF. For best results, select **PDF.**

NOTE: You must have Adobe Acrobat Reader installed to be able to display the overview in PDF.

3. Remember to click **Save.**

Job Seeker Start Page > Personal Settings

Here you can tailor your pages to suit your personal requirements.

Basic Settings

Specify the formats in which numbers and dates are displayed. Note that these settings do not apply until your next logon.

| Date Format | MM/DD/YYYY |
| Decimal Notation | 1,234,567.89 |

General Settings

You can display data overviews in HTML format or in Adobe Portable Document Format (PDF). You must have the Adobe Acrobat Reader installed to be able to display the overviews in PDF format.
The preferred language specifies the language in which you want to receive and send your correspondence.

| Display Format for Data Overviews | -- Select -- |
| Preferred Language | English |

Save

4. If you are not a state employee, you can **change your User Name**.

- Once you specify a new user name your current name is no longer valid. You will need to remember to enter your new name in order to log in next time.

Change User Data

Job Seeker Start Page > Personal Settings > Change User Data

Specify your new user name and save. Your current user name is then no longer valid. Enter your new user name when you next log on.

| User Name | PAMR |

Save

5. If assistance is needed with this process, please contact the Department of Personnel at 360 664-1960 or send an e-mail to Information@dop.wa.gov

The state of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation, refer to the careers.wa.gov website.